

Juvenile Justice Commission

APPLICATION FOR MEMBERSHIP

The Juvenile Justice Commission meets the first Wednesday of each month from 12:00 p.m. to approximately 1:30 p.m (the time varies depending on agenda topics).

Date _____

NAME _____

Home Address _____ City _____ Zip _____

Business Address _____ City _____ Zip _____

Phone: Office _____ Home _____

E-Mail: _____

TO ASSURE BROAD-BASED REPRESENTATION ON THE JUVENILE JUSTICE COMMISSION, PLEASE PROVIDE THE FOLLOWING INFORMATION:

15 – 25 _____	Female _____ Male _____	Caucasian _____	Asian/Filipino _____
26 – 50 _____		Hispanic _____	Amer.Indian _____
Over 50 _____		Black _____	Other _____

What are your principal areas of interest in the juvenile justice system?

PLEASE COMPLETE REVERSE SIDE

List all County boards, commissions or committees of which you are or have been a member:

COMMITTEE NAME

DATE APPOINTED

What experience or special knowledge can you bring to your area(s) of interest?
(Applicants are encouraged to submit résumés)

Community organizations to which you belong:

Your current employer _____

Name of Supervisor _____ (The Presiding Judge of Juvenile Court may
Phone # _____ contact this person for purpose of reference.)

Your Title _____

Statement of Occupational Experience:

Signature _____

Please return completed form to:

Juvenile Justice Commission
Attn: JJC Admin Officer
P.O. Box 23596
San Diego, CA 92193
(858) 694-4422 • Fax: (858) 694-4726

Important Information for Prospective Commissioners

Commissioners have a unique and rewarding opportunity to inquire into the administration of juvenile court law in San Diego County and to make recommendations to enhance the well-being of children in both the delinquency and dependency systems.

APPLICATION AND APPOINTMENT

A prospective commissioner should become familiar with the mandated and elective activities of the County of San Diego-Juvenile Justice Commission (SD-JJC) prior to submitting an application to the SD-JJC's administrative officer. A prospective commissioner may contact the JJC Secretary and request for a current member to contact him or her to answer questions about the role and responsibilities of a commissioner.

The Presiding Judge of the Juvenile Court with the concurrence of the Presiding Judge of Superior Court of San Diego County appoints individual citizens for terms of four (4) years.

COMPOSITION OF THE COMMISSION

By law, the Commission shall consist of "not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a commission member in a manner satisfactory to the appointing authority" (WIC § 225). The SD-JJC is composed of up to 15 volunteer members.

TASKS AND TIME COMMITMENT

Commissioners will be asked to arrange for their own travel to meetings, inspections, and other activities. Mileage expenses will not be reimbursed.

Many of the activities in which commissioners must participate occur during traditional business hours (Monday-Friday, 8am-5pm). Prospective commissioners who are employed are encouraged to discuss membership on the SD-JJC with their employer prior to applying to ensure that they will have the flexibility to balance professional obligations and their commitment to the SD-JJC.

Activities that occur during traditional business hours:

- Regular meetings. The Commission conducts monthly meetings in executive session on the first Wednesday of the month from 12:00pm-1:30pm.
- Public meetings. Quarterly Public Meetings are noticed and held the second Wednesday of January, April, July and October from Noon – 1pm. The public meetings are conducted in such places within the County of San Diego, as the Commission shall designate.
- Special meetings. Special meetings of the Commission are open to the public and may be set at any time and at any place within the County of San Diego designated in the notice of the special meeting. A special meeting may be called by the Chairperson of the Commission or any three members on 24-hours' written notice, unless such notice is waived by all members of the Commission. The convening authority of the special meeting may close any special meeting of the Commission to the public. Juvenile Justice Commissions are not subject to the Ralph M. Brown Act. They are, in effect, part of the Superior Court and, as such, fall within the exemption from the so-called Secret Meeting Laws for Judicial agencies provided in Government Code § 11121. (Ref: Opinion No. CV75/29 I.L.)
- Inspections. Commissioners inspect jail, lock-up, and County juvenile institutions once per year. Typically, each commissioner inspects two or three jail or lock-up facilities and one or two County juvenile institutions. Juvenile institution inspections require at least two visits to the facility.

- Committee work. Some SD-JJC committees conduct activities during traditional business hours. Examples include observing court proceedings or attending community meetings on the SD-JJC's behalf.

Activities that may occur *outside* of traditional business hours:

- Report writing. Commissioners must complete detailed reports as part of the process of inspecting facilities.
- Reviewing inspection reports. Commissioners are asked to review drafts of inspection reports for facilities which they did not inspect.
- Committee work. Some SD-JJC committees conduct activities which may be completed outside of traditional business hours. Examples include researching juvenile justice issue and reviewing critical incident reports.

QUALIFICATIONS

Commissioners should:

- have a personal, professional, and/or academic interest in issues related to children affected by the Juvenile Court.
- be comfortable working as part of a diverse, multidisciplinary team.
- have the skills necessary to gather and analyze information objectively; read and understand policies and procedures; read, write, and evaluate written reports; and interview youth and juvenile justice professionals.